

# **MASS GIS Data Viewer**

## ***Viewer Basics: User Guide***

### ***Using a Theme***

### ***Exercise #2***

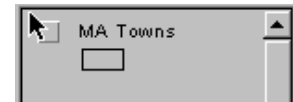
#### ***In this Exercise:***

- Displaying a Theme
- Activating a Theme
- Using the Identification Tool
- Labeling a Theme Using a Tool
- Labeling a Theme Using the Menu
- Deleting Graphics from a View

**In this exercise, we will use Ashburnham in all diagrams. You use your own town.**

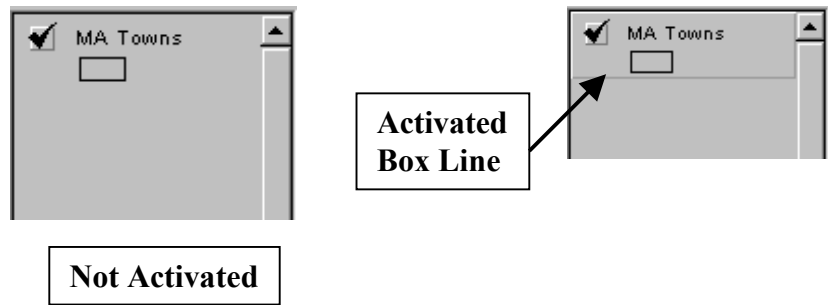
#### **1. Displaying a Theme**

- Return to the extent that shows your entire town boundary. **Hint:** Remember you needed to change the extent using the **Z** button to “**MA Towns**” and then select your community by its name.
- Click on the “**MA Towns**” in the Table of Contents so a check mark appears in the small box. This makes the theme visible in your View window.
- Try unchecking and checking it again.

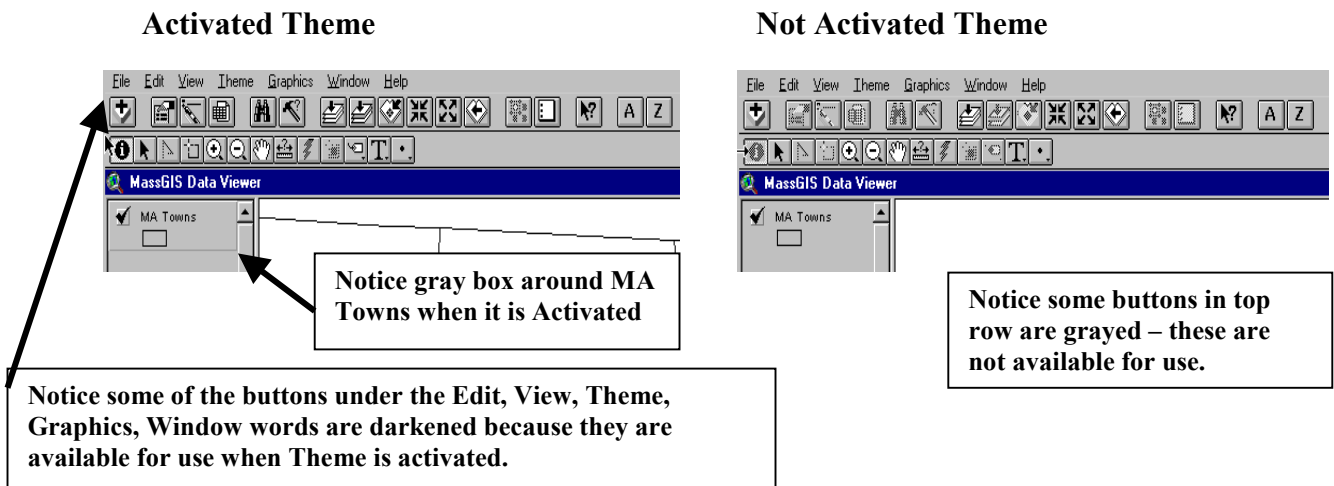


#### **2. Activating a Theme**

- Making a theme active means that you can explore its table, change its symbol color and style, and in some cases create new themes. Be sure that the “**MA Towns**” theme is active in the Table of Contents of your View Window. **Hint:** When a theme is activated a raised box appears around the theme. In the case of the “**MA Towns**” theme, it is most likely already activated. If not, click anywhere near the theme in the Table of Contents. But do not click in the “checked” box.



- b) When a theme is made active, some of the normally dimmed buttons and tools are also activated.

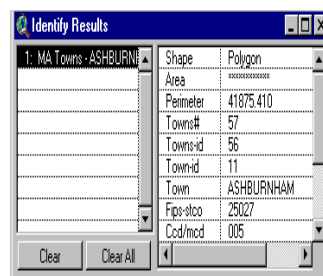


### 3. Using the Identification Tool

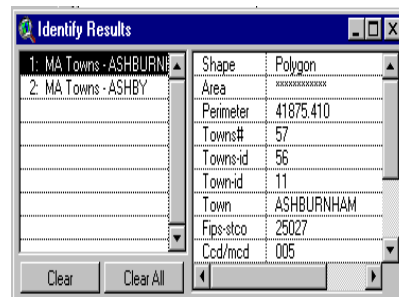
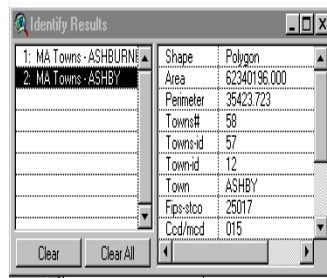
- a) A simple method for accessing information about a feature is by using the **Identification Tool**. Make sure the “MA Towns” theme is active and with the mouse pointer click on the **Identification Tool** icon.



- b) Move the mouse cursor over the view, and place it over your community. Click on the mouse tool. A small table-like window called “**Identify Results**” appears that names the community and also provides other information about the community.



- c) You can move the cursor over another community and click the mouse. Data is added to the “**Identify Results**” table on your screen. You can return to your community by highlighting its name in the table.



- d) When finished, click the **X** in the “**Identify Results**” window.

#### 4. Labeling a Theme Using a Tool

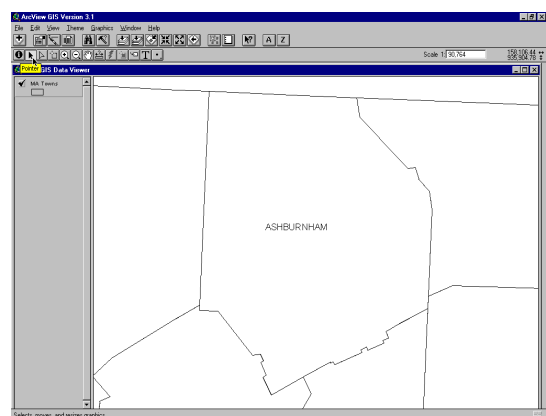
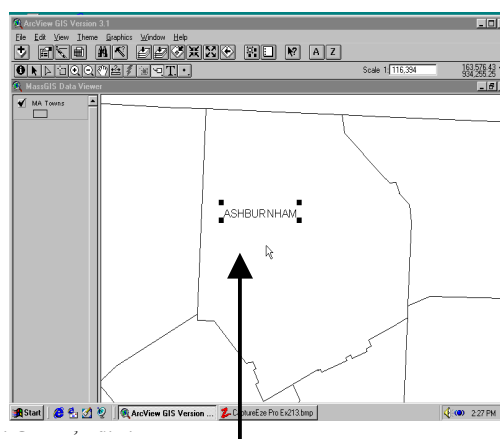
- a) Another way of identifying information on your screen is through labeling. Click on the “**Label**” tool icon. A long vertical bar appears that shows many different types of labels. Select one type of label, and click once.


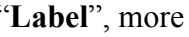


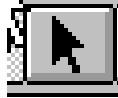
Different Label Formats



- b) Move the label cursor over a community in your View window. **Click once.** A label will appear.
- c) This is a label feature, and will show when a theme is active. It labels from a preset field in the theme’s table (database).



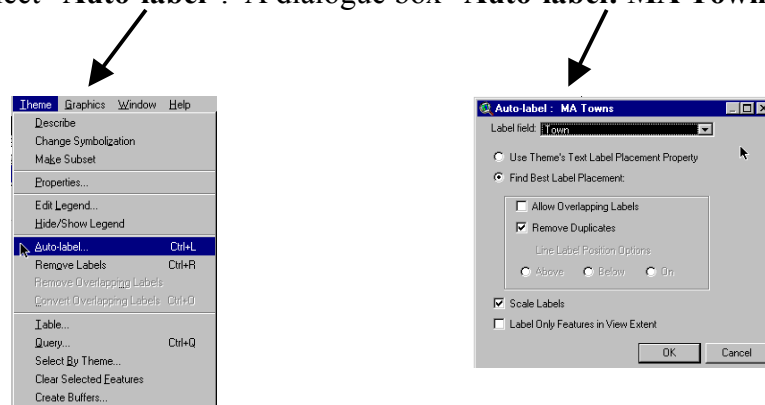
- d) To remove the selection boxes around the name, you must make the cursor a “**pointer**” from the  click once in the View window. If you continue to click  “**Label**”, more and more names will appear in your View.



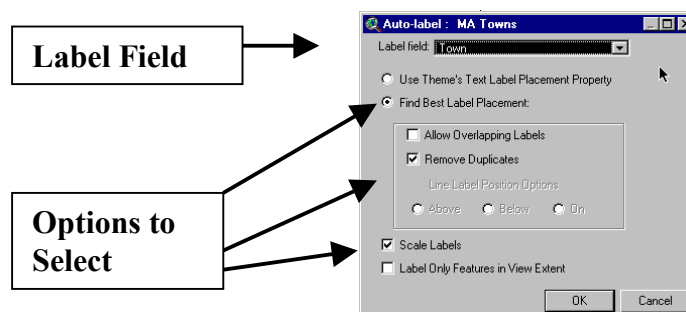
Pointer Cursor

## 5. Label a Theme Using the Menu

- e) Another way to label, is to make sure the theme is active, then click on the **Theme** menu and select “**Auto-label**”. A dialogue box “**Auto-label: MA Towns**” will appear.



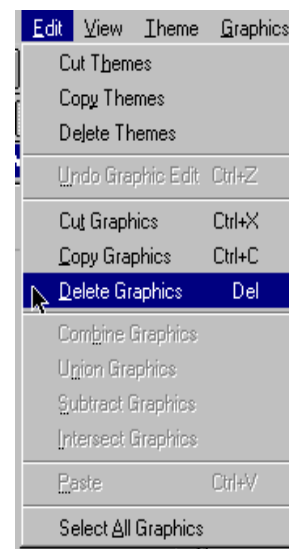
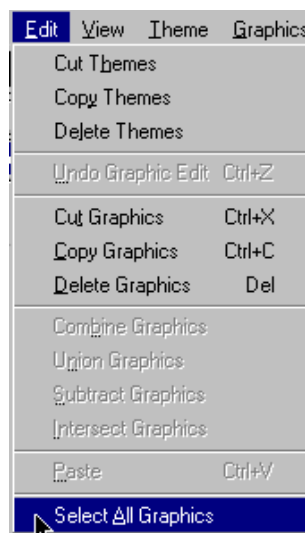
- f) In the dialogue box you are asked to select the “**label field**”. Hold down the box arrow and notice the choices. Select “**Town**”. For now select “**Find Best Label Placement**”. Also check “**Remove Duplicates**”. Be sure that “**Scale Labels**” is checked. Click **OK**.



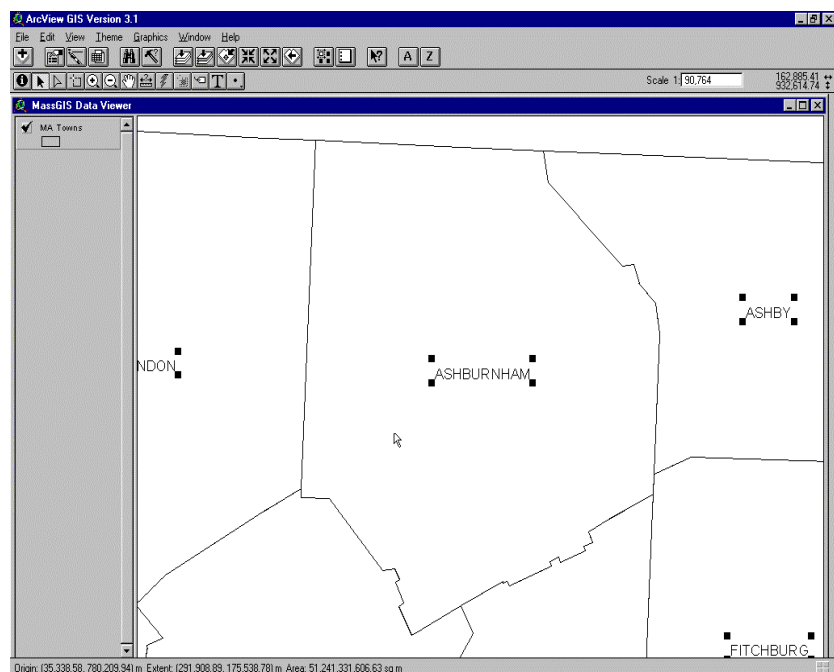
**Note:** You can select the other options in the “**Auto-Label**” window. The others may be the best choices for the Views you are working with. Our selections above are only for the training exercise.

## 6. Deleting Graphics from a View

- a) To delete all of the graphics in your view, go to the **Edit menu**. Select “**select all graphics**” and then return to the **Edit menu** and click on the “**delete graphics**”. Or go if you have used **Auto Label**, go to the Theme menu and select “**Delete Labels**”



- b) If you wish to remove only some of the graphics, select the graphics to remove by clicking the pointer on the graphic, then selecting “**delete graphics**” from the **Edit Menu**



- c) You can also delete the graphics by individually selecting the graphic with the mouse pointer, or by selecting all the graphics through the **Edit menu**, and then pressing the **delete key** on the keyboard.

## **Activity #2 – Using a Theme**

Follow the steps and methods described above, but use your community. In the labeling process try some of the other types of labels. Also experiment with various ways of deleting some of the graphics rather than all of the graphics when you use the **Auto Label** method. In the Auto Label method select some of the other options to see how the labels appear on your screen.